



Total Army Performance Ratings (TAPES) For US Civilian Employees



Ref: DA Pamphlet 690-400

- a. Performance plans counseling checklist must be established within 30 days of appointment to the position or within 30 days of the new rating period.
 - DA Form 7223-1, dtd Aug 98 for GS-4 through GS-8
 - DA Form 7222-1, dtd Aug 98 for GS-9 Through GS-13

Existing job description is your guidance

- B. One more counseling (meeting/discussion) with employee around the mid-point of the rating period.



Civilian Performance Awards



Ref: 1st AD Reg 690-1, Civilian Personnel Management
AR 672-20, Incentive Awards

Monetary Awards:

PERFORMANCE AWARDS - Maximum is 3% of annual salary (IAW 1AD Reg 690-1)

QUALITY STEP INCREASE (QSI) - Per AR 672-20 must be submitted to CPO within 30 days of the approval of rating. (Date when senior rater signs appraisal)

TIME-OFF AWARD (TOA) - US Employees only, max. 80 hours during a leave year

ON-THE-SPOT-CASH AWARD (OTS) - Day to day accomplishment, \$25 to \$500

SPECIAL ACT OF SERVICE AWARD - Benefits must be identified, award ranges from \$25 to \$25,000 based on tangible benefits (AR 672-20)

NON-MONETARY AWARDS:

Certificate of Achievement or Scroll of Appreciation



Management Of Civilian Overtime



-- OT hours are those hours an employee is directed to work in addition to the established regular work hours

40 hours for US and 38.5 hours for LN

-- OT must be kept to the absolute minimum

-- OT must be approved **at least 72 hours prior** to overtime hours being worked.

-- Supervisor must complete request for overtime, AETV-THF-M Form 690-1-R, and submit it through ACofS, RM to the CofS for approval of paid overtime or to the 2nd line supervisor for compensatory time off.



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Rating cycles:

	<u>starts</u>	<u>ends</u>
GS-13	1 July	30 June
GS-9 - GS 12	1 Nov	31 Oct
GS-6 - GS-8	1 Feb	31 Jan
GS-5	1 May	30 Apr

AS OF 14 JAN 00

**AMERICA'S TANK
DIVISION**



Government Travel Card Invoice Payment



- Government travel card is billed on a 30 day cycle (11th of one month through the 10th of the next month).
- Amount billed is due, in full, each cycle.
- Soldiers on TDY longer than 30 days must file **partial TDY settlements every 30 days** with their servicing finance office in order to obtain the funds to pay the credit card bill. Failure to do this is no excuse for not paying the bill.
- Non-receipt of bill does not constitute non-payment. Soldier is required to obtain debt information from Bank of America and pay bill on time.
- For up-to-date balance information and the remittance address, call collect to the customer service representatives (24 hours a day).



GOVERNMENT TRAVEL CARD MANDATORY USE



Reference: Public Law 105-264 Travel and Transportation Reform Act (H.R. 930)
19 October 1998

-- All federal employees must use government travel charge card for all payments of expenses for official government travel on or after December 31, 1999.

-- Allows DOD, upon written request from contractor (Bank of America), to collect by deduction from the pay any undisputed amounts owed.

-- Requires DOD to reimburse employee travel expenses within 30 days after submission of settlement voucher or pay employee a late fee.



GOVERNMENT TRAVEL CARD AGENCY PROGRAM AND UNIT COORDINATORS



AGENCY PROGRAM COORDINATOR

Ute Wagner-Doering/Teri Brown

490-7898
490-6303 Fax

UNIT COORDINATORS

SJA

1st BDE S1

2nd Bde S1

1-6 IN S1

2-6 IN S1

1-35 AR S1

4th Bde S4

2-501ST S4

69th Chemical

DISCOM S4

501st FSB S4

47th FSB S4

127th ASB S4

DIVARTY S4

2-3 FA S4

DIVENG S4

16th EN S4

40th EN S4

1-4 ADA S1

141st Signal S4

501st MI S4

1AD Band

CW2 Peterson

CPT Turner/SGT Linear/SFC Newton

1LT Even/ CPT Dugle

1LT Sabol/SGT Arnette

1LT Ryan

1LT Carroll

CPT Roa/MSG Speights

SFC Plain (NCOIC)

LT Shaw

MSG Yahn/ SFC Winters

OIC LT Bishop/NCOIC SFC Moon

SFC Scott

NCOIC/OIC SFC Speakmon

CPT Rafferty

SFC McQuire

1LT Muller/CPT Troutman

1LT Darr/SFC Kissel(S4 NCOIC)

SFC Boerner or LT Kelener

SSG Powell(S1)/SSG Harris(S4)

CPT Ko/SFC Bethea

CPT Luse/SSG Hewitt

SGT Pashby

490-6412

324-3807/3806

485-7212/6393

485-6696/6102

485-6675

485-7307

322-7560/7735

322-7555

321-4849

490-7118

324-3560/3031

485-7316

322-7528/7518

485-6170

343-7804

490-7636

343-7681/80

485-6292

334-4728/4828

490-7242/6307

334-5888

490-5307



MCP Checklists For FY00 (IAW USAREUR MCP Plan)



REG	TITLE	FUNCTIONAL PROPONENT	
40-70	Veterinary-dairy Products	DIVSURG	
381-141	ICF Management And Audit	G2	
700-138	Equipment Readiness		G4
750-1	Equipment Maintenance	G4	
385-64	Safety-Management Of Explosives		
	Safety Program		
600-8-10	Leaves And Passes	G1	
600-8-101	Personnel Processing (In/out Mobilization)		G1
600-8-6	Personnel Accounting And Strength Reports	G1	
611-6	Soldier Program - Linguist Program	G1	
700-141	Hazardous Material Information Sys	G4	
710-2	Retail Supply Operations-supply Mgmt	G4	
710-2	Retail Supply Operations-prescribed	G4	

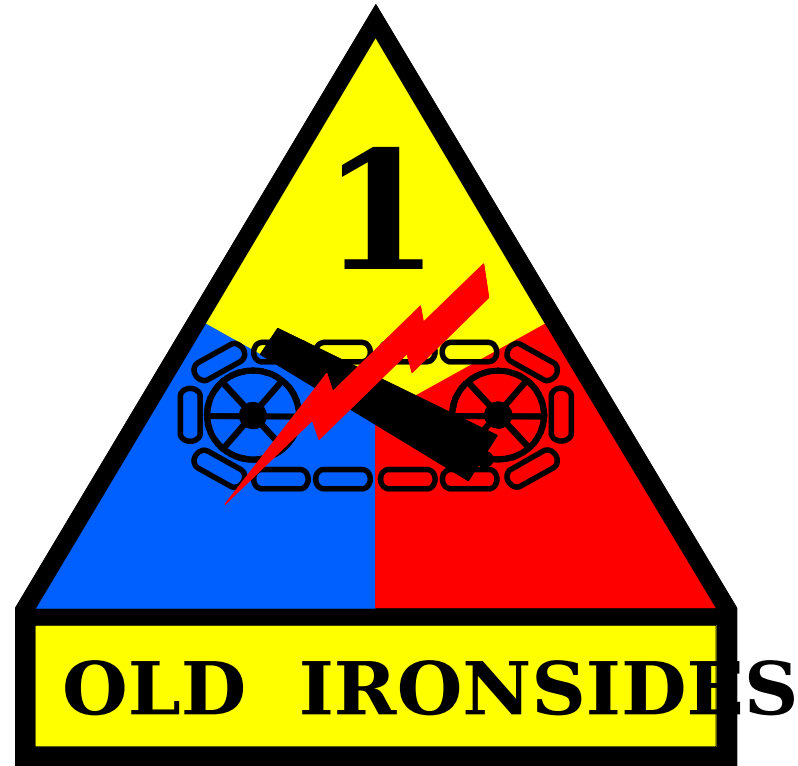
Load List

**AMERICA'S TANK
DIVISION**

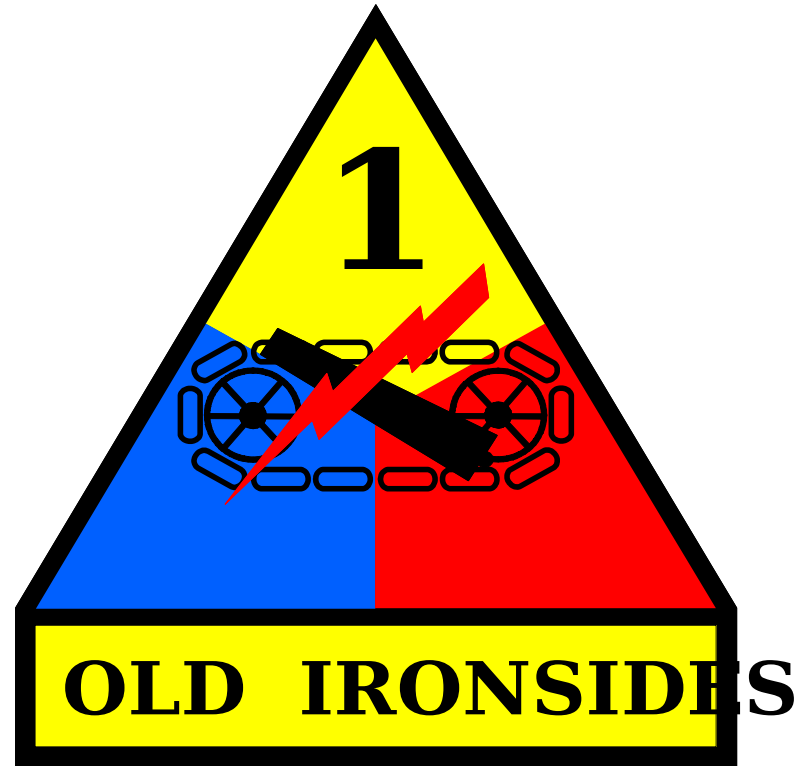


Conclusion

- **Full understanding of the financial state of the Division**
- **Adequately addressed outstanding Division issues and FY99 Year End purchase tracking**
- **Clear picture of FY00 funding from V Corps and 1AD unit budget formulation**



IRON CHECKBOOK!



Back-Up Slides



1AD UFRs @ CORPS



(as of 19 Jan 00)

CMD PRIORITY	CAT CODE	COMMAND	AMSCO	MDEP	MPR	TITLE	DOLLARS	NARRATIVE
OMA CR								
	TR	1st Armored Div.	111011.0	W1AD		Secure LAN	95.0	V Corps IPL #25
	OT	1st Armored Div.	121018.0	W1AD		Civilian Pay Shortfall	254.4	Pending Mid-year Review
						Total	95.0	
OMACONOPS								
	DE	1st Armored Div.	135197.0	VYUG		Orphan Fleet Maintenance	4,263.0	V Corps IPL #20 (sent to USAREUR)
	DE	1st Armored Div.	135197.0	VYUG		Supply Support Civilian Augmentation	582.5	V Corps IPL #21
	DE	1st Armored Div.	135197.0	VYUG		NVG Upgrades to Omni IV System	1,538.0	V Corps IPL #3 (sent to USAREUR)
	DE	1st Armored Div.	135197.0	VYUG		Single Channel Satellite Terminals	1,634.0	V Corps IPL #1
	DE	1st Armored Div.	135197.0	VYUG		Secure Communications (STE's and faxes)	146.8	V Corps IPL #17
	DE	1st Armored Div.	135197.0	VYUG		Automatic Direction Finders	1,851.0	V Corps IPL #4 (sent to USAREUR)
	DE	1st Armored Div.	135197.0	VYUG		Ramp TV Enhancements	150.0	V Corps IPL #19
						Total	10,165.3	
OPACR								
	AU	1st Armored Div.	OPA	OPA		Company Level Data Access (LAN)	240.0	V Corps IPL #1
						Total	240.0	
OPACONOPS								
	DE	1st Armored Div.	OPA	OPA		Bradley Turret Logic Emulator (BTLE)	118.0	V Corps IPL #8
	DE	1st Armored Div.	OPA	OPA		Multi-Spectral Imaging Processing Station	156.0	V Corps IPL #4
	DE	1st Armored Div.	OPA	OPA		Trojan Lite SATCOM	390.0	V Corps IPL #7
						Total	664.0	